

## QA 802\_1 Information Resources Budget Allocation Policy

The University allocates a budget to the Library for books, journals and other information resources each year. This budget is then allocated to Schools and Colleges using an allocation formula that is designed to ensure that resources are spent fairly across all disciplines.

A School's allocation for a given academic year is calculated based on the number of full-time equivalent academic staff and students registered with them the previous academic year.

### % allocation per category

Undergraduate	47.00%
Postgraduate	28.00%
Academic Staff	25.00%

Student numbers are weighted depending on category (e.g. postgraduates vs. undergraduates) and their programme of study (e.g. Taught Masters vs. PhD or Diploma vs. Bachelor degree). The more advanced the programme and category of student, the greater the weighting they attract.

### Weightings

#### Undergraduate Programmes:

Bachelor	No Award	Access	Diploma	Certificate
1.00	1.00	0.50	0.25	0.25

#### Postgraduate Programmes:

Research		Taught			
PhD	Masters	Bachelor	Masters	Diploma	Certificate
6.00	6.00	3.00	3.00	1.00	0.50

This allocation forms the overall information resources budget for a School. Once allocated the following apply to **School funds**:

- Journal budget is based on estimated costs at the time of allocation, the remainder being allocated to the book budget. As actual journal costs are confirmed during the year, the requirement for journals is adjusted and may result in journal funds being transferred to or from the book fund.
- Schools are not permitted to commit more than 85% of their overall budget on journals or other recurrent subscriptions. This is to protect some funds for book purchasing, but also to ensure a cushion against currency fluctuations and journal inflation.

In addition to School funds, a proportion of the information resources budget is allocated to the following funds:

- **College funds:** these are allocated by formula and are used to pay for multi-disciplinary resources of relevance to all schools within a College.
- **General Library Fund:** this is used to purchase reference and other materials of multidisciplinary interest.
- **Excellence Fund:** used to support one-off purchases in areas of research excellence
- **Librarian's Discretionary Fund:** this fund is no longer allocated due to budget reductions.

The financial year runs from 1 October to 30 September and all funds must be spent by the end of the financial year. So as to ensure even spending throughout the financial year, School funds are subject to the following clawback procedures:

- Any School who have spent or committed less than 50% of their bookfund at the end of February and/or 75% of their bookfund at the end of May will have the relevant amount up to these percentages clawed back to College funds.
- All funds remaining unspent by mid-September will be clawed back to General Library.